

PROGRAM TECHNICIAN
JOB ANALYSIS
BACKGROUND INFORMATION

Date of Study: December 13, 2004

Collective Bargaining Identification: R04

Job Analysis Conducted By: Joy Brown
Personnel Analyst
Personnel Examining
California Department of Corrections

Number of Incumbents: There are 111 Program Technician positions per
Department of Corrections Filled/Vacant Position
Report dated October 6, 2004.

Names of the Subject Matter Expert(s) and their background:

Sandra Woodyard, Correctional Case Records Supervisor, Department of Corrections, Parole and Community Services Division-Case Records-North

Sandra Woodyard currently works as a Correctional Case Records Supervisor at Parole and Community Services Division-Case Records-North. Previously she has worked 1 year as a Program Technician and 3 years as a Program Technician II for the Board of Prison Terms. Sandra has been with Legal Processing for 10 years, Case Records Training 2 years with a total of 14 years with the Department of Corrections.

Cherita Wofford, Correctional Case Records Supervisor, Department of Corrections, Community Correctional Facilities (CCF), Case Records

Cherita Wofford currently works as a Correctional Case Records Supervisor at Community Correctional Facilities, Case Records. Previously she has worked 6 months as a Program Technician and has supervised Program Technicians for 1.5 years. Cherita worked 9 years at the Correctional Training Facility-Soledad, 4.5 years with Parole and Community Services Division and Legal Processing Unit 1.5 years.

Vivian Fisher, Program Technician II, Department of Corrections, Wasco State Prison-Reception Center (WSP)

Vivian Fisher currently works as a Program Technician II at Wasco State Prison-Reception Center (WSP). Previously she has worked as a Program Technician for 6 years at WSP and is currently a Program Technician II. Vivian has been with the Department of Corrections for 10.5 years.

Veronica Crenshaw, Correctional Case Records Analyst, Department of Corrections, North Kern State Prison (NKSP)

Veronica Crenshaw currently works as a Correctional Case Records Analyst at North Kern State Prison (NKSP). Previously she has worked as a Program Technician II for 5 years at NKSP and has supervised Program Technicians for 5 years at NKSP. Veronica has been with the Department of Corrections for 12 years.

PROGRAM TECHNICIAN INFORMATION GATHERING

The initial list of tasks and knowledge's, skills & abilities statements were identified after conducting a literature review which consisted of:

- California State Personnel Board Class Specification
- State of Missouri Class Specification
- State of Georgia Job Description
- Job Opportunity Bulletin
- Duty Statements